



technical GUIDE

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Purpose

The Manifest Analysis and Certification (MAC) program is a process designed in cooperation with the mailing industry to evaluate manifesting software. MAC determines whether manifest mailing software accurately lists and calculates postage for identical and/or non-identical permit imprint mailpieces according to the standards of the *Domestic Mail Manual* (DMM), *International Mail Manual* (IMM), and Publication 401, *Guide to the Manifest Mailing Systems*.

MAC is available **only** to software and hardware developers, i.e., companies that develop manifest software or manufacture manifesting equipment for resale or internal use. Participation in the program is purely voluntary.

Although this program evaluates and validates manifest products manufactured by developers, MAC **does not** guarantee acceptance of mail prepared using MAC-certified hardware and/or software; however, it does provide national approval of computer-generated facsimiles of United States Postal Service (USPS) postage statements, standardized documentation, and other manifest documentation.

Overview

MAC is a validation process for USPS manifest mailing products that evaluates product accuracy using test data in mailpiece description files. Each record in a file represents a specific mailpiece and is described by attributes such as the following:

- Name and address of recipient
- Mail class
- Processing category
- Weight in pounds
- Special service type
- Dollar value
- Identification number
- Country code

Each test file represents a specific manifest category. (See “List of Manifest Scenarios” on page 24.) To achieve certification, the manifest product must accurately manifest, calculate postage, and assess special service fees (where applicable) by following the setup parameters for each test processed. After processing the test file, developers return all documentation produced by their products to the USPS’s National Customer Support Center (NCSC).

For each specific manifesting category tested, the USPS evaluates the documentation for listing, class, rate, and postage accuracy. In addition, the accuracy, format, and content of facsimile postage statements and any other postal forms (where applicable) are evaluated. If the USPS determines that the manifest mailing product satisfies all applicable standards, the developer's product is issued a MAC certificate for that category.

Certification is valid until the end of the current cycle. Developers whose products are certified in any or all categories receive a MAC certificate and have their name, address, and manifest mailing product name and version number published in the *Postal Bulletin* and the *MAC Certified Product List*.

The USPS defines a MAC-certified software product as a manifesting product specifically written to operate on a particular platform or operating system and assigned a specific version number. Many products use different language compilers to process files on different operating systems or hardware platforms. Therefore, to maintain the highest quality standards, MAC will certify a *developer's product that operates on a particular platform at the current version number*. The developer may submit all platforms or as many as he/she chooses for certification. MAC will evaluate each manifest product platform on its own merits and will issue a specific certification for that platform if warranted.

NOTE: Throughout this manual, any reference to a "manifest product" indicates a product written for a specific hardware/software platform at the current version number.

Example:

Developer	Manifest Product	Platform	Version
Manifest R Us	MANIsort	Windows NT for PC	v. 1.2

Selection Rationale

MAC evaluates the accuracy of manifest products by testing a variety of manifest scenarios each certification cycle. The USPS selects different scenarios based upon, but not limited to, three key factors:

1. Manifest categories most often used by different mailers (to cover the widest range of manifested mailings).
2. Manifest categories in which significant errors are being detected by business mail entry units (BMEUs).
3. Changes in manifest rules and guidelines.

Upon passing the MAC test, each product is awarded a certificate specifying each manifest category and options supported.

Version Number Policy

All MAC certifications are awarded to specific versions of manifest products. To receive MAC certification, these guidelines must be followed:

- If all submitted tests are completed without the need for any corrections or changes, the original version number of the manifest product submitted will be certified.
- After grading, if any corrections or changes to the manifest logic are required before certification is granted for any test category, the developer must assign the manifest product a new version number when all corrections/modifications are made.

The components of the version number are as follows:

Version Number	Revision Number	MAC Cycle	Manufacturer Number
2.01	.03	.B	.99.06
Field A	Field B	Field C	Field D

Field A

Contains the software version number assigned by the developer. The number left of the decimal point represents the major release number, and the number to the right of the decimal point represents the version of the manifest logic code. Any change to an existing software product's manifest logic must be reported in writing to the MAC Department at the NCSC before release. The change will be evaluated to determine whether the product requires recertification.

Product and Version Number

NOTE: Changing a MAC-certified product's version number requires recertification of the product at the new version number.

Field B Contains the software revision number representing any non-manifest logic change to the software product. A change in the revision number would be enacted by, but not limited to, an update of postage rate tables, labeling lists, or zone charts; enhancements to the user interface; updates to print drivers; or other revisions or updates.

Field C Contains the MAC cycle indicator assigned by the MAC Department.

Field D Contains the manufacturer number, which may be used by the manufacturer to indicate other internal tracking information such as monthly or quarterly database releases.

NOTE: If Field D is used to indicate database release dates, the USPS recommends using a 2-byte number to indicate the year followed by a decimal and another 2-byte number to indicate the month of the database.

Product and Version Number

The USPS encourages developers to indicate the product name and version number at the bottom of postage statement facsimiles and in the header portion of the manifest listing/*USPS Qualification Report*. Doing so will help resolve errors or problems encountered when the manifested mailing is presented for acceptance.

Advertising MAC-Certified Products

The USPS prohibits the use of any MAC phraseology on official USPS forms and required documentation, including postage statement facsimiles, manifest listing, manifest summary, and PS Form 3877, *Firm Mailing Book for Accountable Mail*. However, MAC-certified developers may use the phrase "MAC-certified" on marketing materials and other user documentation if it corresponds to and identifies a specific manifest category for which the product is certified.

A camera-ready MAC logo sheet will be provided for use in developing advertising, packaging, and marketing materials. Duplication or reproduction of the logo is authorized under the following conditions:

- a. All certified manifest categories are specified, **and**
- b. The logo is not altered in any way.

If the logo is reproduced or duplicated in color, you must use the following ink colors:

- Blue = Pantone 294CVC
- Red = Pantone 485CVC
- Gold = Pantone 130CVC
- Black and white = Process

Licensing Certified Products

If the MAC-certified software is licensed to or from another company, the National Customer Support Center (NCSC) must be informed in writing, and the new product must pass certification testing to obtain certification.

Multiple Products With Same Manifest Engine

If you use your MAC-certified software as the manifest engine for other products within your product line, we recommend that you certify each individual product. However, you can obtain blanket certification for all products after passing the certification test for the original product. To do so, notify the NCSC of this product interrelationship in writing on company letterhead. The NCSC reserves the right to conduct random tests of any certified product during the certification cycle.

Field Error Detection and Resolution

Occasionally, manifest errors are detected and reported by USPS field personnel or mailers after a MAC-certified product has been distributed to customers. If errors are detected, the MAC Department will use the following protocol to resolve the problem:

1. Start an incident report file for the product and version number.
2. Determine whether the problem is a manifest error or some other problem such as a user setup issue.
3. Notify the developer of the problem.
4. Consult the developer to determine a reasonable time frame in which to correct the problem. If the time frame is exceeded, MAC certification could be revoked or suspended.
5. Request that the developer retest any applicable test files before release.
6. When the MAC Department determines that the problem has been corrected, the developer will release a patch to all customers.

The MAC Department is dedicated to assisting developers in achieving the highest quality manifest products possible. The field error detection and resolution policy is a tool for ensuring product quality. Regardless of cycle schedules, quality assurance remains an ongoing, critical component of MAC certification.

The MAC Process

The developer can test in any or all available categories. Due to the complexity of programming manifest software products, the USPS asks that developers submit all files (i.e., a suite) they intend to certify in a particular cycle together.

Developers must complete and return the test files within 30 days. After test processing, they must return all hard copy through the USPS, preferably via Express Mail; however, since developers are responsible for return shipping costs, Priority Mail is also acceptable.

NOTE: MAC test file output returned by other commercial carriers will not be accepted.

Test data is provided in the form of address files. Each manifest scenario has its own address file and has specific characteristics, such as mailpiece dimensions, specific entry point, sortation levels allowed, processing category, etc. Each file is processed as a specific manifest job with explicit parameters. MAC is a certification standard of excellence; therefore, we will certify and list your product's required and optional mail preparation standards for each manifest category.

NOTE: Due to the high volume of manual grading conducted by the MAC Department, developers **MUST** follow all rules and parameters stated in "General Testing Instructions" (see page 12).

The following manifest test categories are available for Cycle B:

Itemized

- Mixed Domestic and International (without Special Services)
- Mixed Domestic Mail (with/without Special Services)
- Mixed International Mail
- Standard Mail (B) Destination Bulk Mail Center (DBMC) -Rated Mailing (with/without Special Services)

Batch

- First-Class Automation Mail
- First-Class Non-Automation Mail
- Standard Mail (A) Automation Mail
- Standard Mail (A) Non-Automation Mail
- Standard Mail (A) Enhanced Carrier Route Mail

After processing the test, the developer must return all required manifest documentation produced by the product to the NCSC. (See “Required Output” on page 10.)

Each file is graded individually for accuracy of manifest and compliance with current DMM regulations. The evaluation includes inspection of the following:

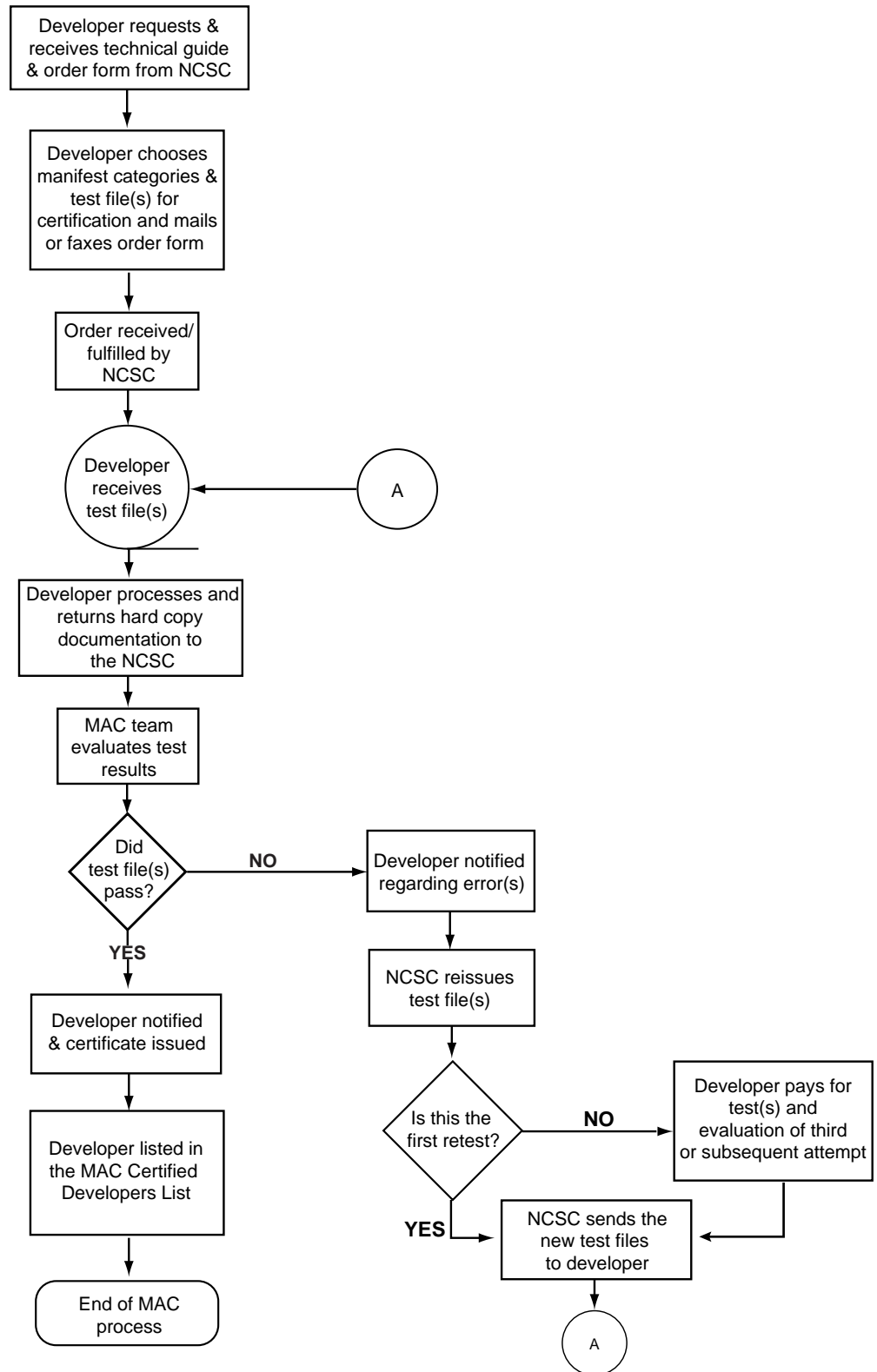
- Standardized documentation
- Computer-generated postage statement facsimiles
- PS Form 3877 facsimiles
- Address block labels containing manifest keyline information and/or permit imprints
- *Exception Report* (see page 11)
- Other manifest documentation

If any errors preventing certification are detected, the developer will be given an evaluation report identifying the specific violations and the appropriate DMM, IMM, Pub 51, or Pub 401 references. After the errors are corrected, the developer is responsible for ordering a new test file; the original test cannot be reprocessed. The MAC Department may request that a product be retested in certain categories if a failure or modification affects another category.

Certification is effective for one year or until the end of the current cycle. A developer whose product has been certified for any or all manifest categories receives an official MAC certificate, and his/her name, address, and manifest product name and version number are added to the list of MAC-certified products. (See “Appendix B. Sample Certified Product List (Itemized Manifest)” on page 35.). The list is published in *Postal Bulletin* at the end of the testing cycle, and reprints are available through the NCSC. The list is also available electronically through the USPS Rapid Information Bulletin Board System (RIBBS) at <http://www.ribbs.usps.gov/files/vendors/macvnd.pdf> and the USPS Web site at www.usps.gov/ncsc/programs.

The flowchart in Figure 1 on page 8 depicts the entire MAC certification process.

Figure 1. MAC Certification Process



MAC Cycle B Calendar

September 1, 1999	Test files available for MAC Cycle B
October 31, 1999	Last day to request Cycle B test files
November 1, 1999	Out-of-cycle testing fees take effect for new test orders
November 30, 1999	Last day Cycle B “in cycle” test files will be accepted for evaluation
December 31, 2000	Cycle B MAC certifications expire

Out-of-Cycle and Retesting Fees

The MAC certification program is free for developers participating during the normal testing cycle or when a DMM-initiated cycle is conducted. However, a fee is charged for any product participating in the MAC program outside the normal test cycle or a product that has failed two times in any one test category and for which subsequent testing is requested. This fee is assessed as follows:

Test File – Initial manifest category (file generation, postage, and handing)	\$50.00
Each additional test category requested	\$10.00
Certification – Results evaluation (manifest analysis and documentation review)	\$200.00
Each additional test category evaluated	\$25.00
Minimum fee per product	\$250.00

NOTE: Out-of-cycle MAC certifications expire at the end of the next normal test cycle, e.g., a certification obtained out-of-cycle in December 1999 still expires at the end of the cycle on December 31, 2000.

Required Output

For certification, the MAC program examines hard copy documentation produced by the manifest product.

After processing the presort scenario, developers must return the following hard copy (as specified by each test) to the NCSC. Hard copy results may include the following for each test:

- **Manifest Listing Report** — A report used for itemized and batch manifest mailings. See Publication 401, *Guide to the Manifest Mailing System*, for format and content requirements.
- **Manifest Summary Report** — A report used for manifest mailings. See Publication 401 for format and content requirements.
- **PS Form 3877, Firm Mailing Book for Accountable Mail** — A report used for itemized manifest mailings when particular special services are applied. See Publication 401 for format and content requirements.
- **Parameter Report** — If the manifest product produces a report that reflects how the manifest job was set up, the developer must submit a parameter report for each test scenario run.
- **Postage Statement Facsimiles** — Complete, computer-generated facsimile(s) of all applicable postage statements. An added benefit of MAC certification is the review of postage statement facsimiles for national approval. Facsimiles may be one to four pages in length, but they must follow the basic format of official PS forms. For example, if only quadrant A is used on the back of the form to report postage, that quadrant may be condensed and reported on the front in the Postage Computation section, yielding a one-page form. Developers are encouraged (but not required) to print the product name and version number on the bottom of each facsimile. The postage statement, however, must have the word *facsimile* printed next to the PS form number on the bottom of each page.

Indicate any postage statement facsimiles that are supported by your manifest product on the MAC order form. All approved facsimiles will be indicated on the *MAC Certified Product List*.

- **Tray and Sack Labels** — The MAC certification process also includes analysis of barcoded and non-barcoded tray and sack labels. If your manifest product produces tray and sack labels, return them with your documentation for review. The MAC Department will examine labels for the correct usage of Labeling List tables and formatting of Line 1 (Destination), Line 2 (Contents), and Line 3 (Office of Mailing or Mailer Information) based on DMM M031 standards.

Barcoded labels will be forwarded to the Barcode Certification Department for analysis of the Interleaved 2/5 barcode. Barcode scanners and microscopic equipment will be used to analyze and verify the point size of alpha-numerics, bar height, and bar width according to DMM M032. You will be provided a compliance report, and all products that properly produce bar-coded labels will be indicated on the *MAC Certified Product List* by footnote.

- **Address Block Labels** — Labels must be submitted for evaluation if the manifest product produces address block labels that contain a manifest keyline for batch manifests or an address block label that contains permit imprints for itemized manifests.

For itemized manifest testing, the developer must submit two sample labels for each rate marking claimed in the mailing. For example, if your manifest product supports mixed class domestic mail, please submit address labels for each rate marking within the test. (See DMM P040.4 for samples of rate markings.)

For batch manifest testing, the developer must submit two sample labels for each rate category claimed in the mailing. For example, if your manifest product supports batch manifesting and you process the First-Class automated letter test scenario, please submit labels for each postage rate within the test. (See Pub 401, page 28 for a list of rate categories.)

- **Exception Report** — This detailed report, which is required for all tests, must list all pieces within a test that were not processed or were reclassified for any reason. The pieces must be reported by test with piece ID number, reason, and reclassification or adjustment. (See Appendix D for a sample Exception Report.)
- **Privately Printed Special Service Labels** — Labels must be submitted for evaluation if the manifest product produces special service labels that contain a manifest keyline for batch manifests or labels that contains permit imprints for itemized manifests.

For itemized manifest testing, the developer must submit two sample labels for each special service supported. For example, if your manifest product supports Delivery Confirmation, please submit the special service label for review.

General Testing Instructions

To achieve MAC certification, the following instructions, guidelines, and parameters must be followed explicitly.

Tests for 21 different manifest scenarios are offered for Cycle B. All tests and their requirements are listed in “List of Manifest Scenarios” (see page 24). The tests are divided into two categories:

- File 101–105: Tests scenarios for certification in itemized manifesting.
- File 106–121: Test scenarios for certification in batch manifesting.

NOTE: See “Manifest Scenario Dimensions and Parameters” on page 25 for specific information on each test file.

- File 101** A test for certification in Itemized Mixed Class manifesting. The file includes both domestic and international addresses. The point of entry is MEMPHIS TN 38101-9998.
- File 102** A test for certification in Itemized International Mixed Class manifesting. This second file consists of international addresses only, and some records include special services. If your product supports any or all special services, you must process the applicable records; however, you do not have to process the file twice (once with special services and once without). The point of entry is ROCESTER NY 14623-9998.
- File 103** A test for certification in Itemized Domestic Mixed Class manifesting. This file consists of domestic addresses only, and some records include special services. If your product supports any or all special services, you must process the applicable records; however, you do not have to process the file twice (once with special services and once without). The point of entry is SAN DIEGO CA 92003-9998.
- File 104** A required test for certification in Itemized Standard Mail (B) Destinating Bulk Mail Center (DBMC) manifesting. This file is made up of domestic addresses only, some of which include special services. If your product supports any or all special services, you must process the applicable records; however, you do not have to process the file twice (once with special services and once without).

This scenario involves five points of entry:

- | | | |
|--------------------|-----------------|------------|
| • SPRINGFIELD BMC | SPRINGFIELD MA | 01101-9998 |
| • BUFFALO ASF | BUFFALO NY | 14240-9998 |
| • PITTSBURGH BMC | PITTSBURGH PA | 15290-9998 |
| • PHILADELPHIA BMC | PHILADELPHIA PA | 19104-9998 |
| • NEW JERSEY BMC | NEWARK NJ | 07102-9998 |

NOTE: Any mailpieces that are not destined to the five BMC service areas must be presented at the Springfield BMC as an inter-BMC mailing.

File 105 A required test for certification in Itemized Standard Mail (B) Destination Bulk Mail Center (DBMC) manifesting. This second file consists of domestic addresses only. Some records include special services. If your product supports any or all special services, you must process the applicable records; however, you do not have to process the file twice (once with special services and once without). The point of entry: DENVER BMC 80202-9998.

Files 106–111 Includes tests for Batch First-Class manifests. (See pages 26–31.)

Files 112–121 Includes tests for Batch Standard Mail (A) manifests. (See pages 28–31.)

**Processing
MAC Test
Files** If your product cannot comply with any particular requirement as it is defined, you **MUST** notify the MAC Department at the NCSC before processing the file. An exception may be granted **ONLY** if the MAC Department is contacted in advance and determines that a substituted value will not compromise test integrity.

When you setup the parameters for a particular test, please enter the following information in the header blocks on the first page of each of the manifest reports and postage statement facsimile:

- Company name
- Address
- Contact name
- Telephone number
- Product name and version number
- Sequence ID # (for MAC testing purposes, use the test scenario number)

You are responsible for confirming the accuracy of this vital information in each header section because it will be used for your listing in the *MAC Certified Product List* if you receive certification.

For MAC testing, the Tray Number and Tray Size columns are required on the Manifest Listing Report.

1. Mailpiece Over Weight Limit for Class

If the mailpiece is over the weight limit for the mail class and processing category, then it must either be reclassified appropriately or rejected from the mailing.

2. Mailpiece Over 70 Lb.

If the mailpiece is over the maximum weight for mail accepted by the USPS, then it must be rejected from the mailing.

3. Mailpiece Over Value Limits

If the mailpiece is over the value limit for a special service, then it must be either revalued to the highest allowable dollar amount or rejected for the mailing or for the special service.

4. Mailpieces Insured for \$50.00 or Less

If the domestic mailpiece is insured for \$50.00 or less, it **MUST NOT** include an insured number on the manifest, and the mailpieces must bear the elliptical insured marking and NOT PS Form 3813-P, *Numbered Insured*.

5. Machinable Parcels

If the mailpiece is a machinable parcel, assume that a barcode is on the mailpiece.

MAC Test File Description

For MAC testing, there are two primary manifest test areas: itemized and batch. Itemized manifest tests 101 through 105 have their own record format, which does not include header records (see Table 1 below.) The test record has a fixed field length of 219 characters.

Table 1: Itemized Test Address Record Format

Field #	Record Positions From/Thru		Field Name	Length	Description	Example	Content Rules and Limitation
1	001	006	Sequence Number	9(06)	Unique, 6-digit, sequential number assigned by MAC that identifies test records.	001228	Numeric. Right justified.
2	007	046	Firm or Resident Name	X(40)	Contains a fictitious firm or resident name.	JUAN GARCIA	Alphanumeric (A–Z, 0–9) only. Left justified.
3	047	110	Delivery Line Address	X(64)	Contains street addresses culled from ZIP+4 Product and international address sources.	6060 PRIMACY PKWY	Alphanumeric. Left justified.
4	111	138	City Name	X(28)	Contains actual city names from City/State Product that are correct for the ZIP code given. International city names are correct for the delivery address given.	MEMPHIS	Alphanumeric. Left justified.
5	139	141	State or Province Code	X(03)	Contains standard state, US territory, or province (international) abbreviation.	TN	Alpha. Left justified.
6	142	146	ZIP or Postal Code	X(05)	Contains the 5-digit ZIP Code corresponding to the information given above.	38119	Alphanumeric. Right justified. Note: Fields 6–9 contain foreign postal codes.
7	147	150	ZIP+4 Add-On Code	X(04)	Every domestic test record contains the actual 4-digit add-on code assigned to its address.	2236	Alphanumeric. Right justified. Note: Fields 6–9 contain foreign postal codes.
8	151	152	Delivery Point	X(02)	Contains the delivery point from the Delivery Address field.	60	Alphanumeric. Right justified. Note: Fields 6–9 contain foreign postal codes.
9	153	153	Check Digit	X(01)	The last component of a delivery point barcode; the digit added to the sum of all other numbers in the barcode to make it divisible by 10.	9	Alphanumeric. Right justified. Note: Fields 6–9 contain foreign postal codes.

Table 1: Itemized Test Address Record Format (Continued)

Field #	Record Positions From/Thru		Field Name	Length	Description	Example	Content Rules and Limitation
10	154	155	Domestic Mail Class	X(02)	<p>Contains the mailpiece's domestic mail class rate code.</p> <p>The following codes apply to each mail class/subclass.</p> <p>1 = First-Class Mail</p> <p>1P = Priority Mail</p> <p>PF = Priority Mail Flat Rate</p> <p>A = Standard Mail (A)</p> <p>BI = Parcel Post Local & Intra-BMC</p> <p>BR = Parcel Post Inter-BMC Machinable</p> <p>BN = Parcel Post Inter-BMC Nonmachinable</p> <p>DB = Parcel Post Destination BMC</p> <p>DS = Parcel Post Destination SCF</p> <p>DD = Parcel Post Destination DU</p> <p>BS = Special Standard Mail</p> <p>BB = Bound Printed Matter</p> <p>BL = Library Mail</p> <p>PP = Generic Parcel Post</p>	BB	<p>Alphanumeric values. Left justified.</p> <p>Note: Records containing "PP" designate pieces submitted at the Parcel Post rate. Your software must indicate on the manifest report which Parcel Post subclass was used: BI, BR, or BN.</p>
11	156	158	International Mail Class	X(03)	<p>Contains the mailpiece's international mail class code.</p> <p>The following codes apply to each mail class.</p> <p>LC = Letter/Letter Packages, Post/Postal Cards</p> <p>CP = Parcel Post</p> <p>AO = Printed Matter and Mailbags</p> <p>GPM = Global Priority Mail</p>	AO	<p>Alphanumeric. Left justified.</p>

Table 1: Itemized Test Address Record Format (Continued)

Field #	Record Positions From/Thru		Field Name	Length	Description	Example	Content Rules and Limitation
12	159	161	International Mail Sub-class	X(03)	<p>Contains the mailpiece's international mail subclass code.</p> <p>The following codes apply to each mail class.</p> <p>LT = Letters/Letter Packages</p> <p>PC = Post/Postal Cards</p> <p>A1 = Regular Printed Matter – Air</p> <p>A2 = Printed Matter Books/Sheet Music – Air</p> <p>A3 = Regular Printed Matter – Surface</p> <p>A4 = Printed Matter Books/Sheet Music – Surface</p> <p>A5 = Small Packets – Air</p> <p>A6 = Small Packets – Surface</p> <p>AM = M-Bag – Air</p> <p>PM = M-Bag – Reg. Printed Matter – Surface</p> <p>BKM = M-Bag – Books / Sheet Music – Surface</p> <p>P1 = Parcel Post – Air</p> <p>P2 = Parcel Post – Surface</p> <p>GPV = Global Priority Mail – Variable Weight</p> <p>GPS = Global Priority Mail – Small Envelope Rate</p> <p>GPL = Global Priority Mail – Large Envelope Rate</p>	B1	<p>Alphanumeric. Left justified.</p> <p>Note: These codes are MAC-assigned to provide the additional information necessary to retrieve the correct postage rate from the appropriate International Rate Table for a given mailpiece.</p>
13	162	163	Processing Category	X(02)	<p>Contains a domestic mailpiece's processing category code.</p> <p>The following codes apply to each processing category.</p> <p>L = Letter-Size Mail</p> <p>F = Flat-Size Mail</p> <p>MP = Machinable Parcels</p> <p>NM = Nonmachinable Parcels</p>	MP	<p>Alphabetic. Left justified.</p> <p>Note: These codes are MAC-assigned to provide the additional information necessary to retrieve the correct postage rate from the appropriate Domestic Rate Table for a given mailpiece.</p>
14	164	169	Piece Weight	99v9999	Contains the weight of each piece in decimal pounds.	001250	<p>Numeric. Right justified and padded with zeros to the left. The "v" denotes the assumed decimal place, e.g., 001250 = 0.1250 lb. = 2 oz.</p>

Table 1: Itemized Test Address Record Format (Continued)

Field #	Record Positions From/Thru		Field Name	Length	Description	Example	Content Rules and Limitation
15	170	178	Piece Value	9(07)v99	Contains the monetary value of the mailpiece.	000356309	Numeric. Right justified and padded with zeros to the left. The "v" denotes the assumed decimal place, e.g., 000356309 = \$3,563.09
16	179	184	Piece Insurance Coverage	9(04)v99	Contains the value of the mailpiece's insurance coverage.	000314	Numeric. Right justified and padded with zeros to the left. The "v" denotes the assumed decimal place, e.g., 000314 = \$3.14
17	185	189	Piece COD Amount	9(03)v99	Contains the COD amount to be collected from the mailpiece's addressee.	50559	Numeric. Right justified and padded with zeros to the left. The "v" denotes the assumed decimal place, e.g., 50559 = \$505.59
18	190	192	Special Service 1	X(03)	Fields 18–22 may contain codes of up to five special services that may be requested per mailpiece. Special service codes include: C = Certified Mail CM = Certificate of Mailing COD = Collect On Delivery INS = Insured IRD = Recorded Delivery PAL = Parcel Air Lift RG = Registered Mail RR = Return Receipt RRM = Return Receipt for Merchandise SD = Special Delivery SH = Special Handling RD = Restricted Delivery DC = Delivery Confirmation	COD	Alphabetic. Left justified.
19	193	195	Special Service 2	X(03)	Same As Field 18	—	—
20	196	198	Special Service 3	X(03)	Same As Field 18	—	—
21	199	201	Special Service 4	X(03)	Same As Field 18	—	—
22	202	204	Special Service 5	X(03)	Same As Field 18	—	—

Table 1: Itemized Test Address Record Format (Continued)

Field #	Record Positions From/Thru		Field Name	Length	Description	Example	Content Rules and Limitation
23	205	205	Balloon Rate	X(01)	Indicates whether a piece weighing less than 15 lb. exceeds the physical dimensions given in DMM 54 C600.1.2.d and must, therefore, be paid at the 15 lb. rate.	X	Alphabetic, "X," or space.
24	206	206	Oversize Rate	X(01)	Indicates whether piece exceeds the physical dimensions in DMM 54 C600.1.2.c and must, therefore, be paid at the oversize rate.	O	Alphabetic, "O," or space.
25	207	214	Deck ID Number	9(08)	Contains the vendor's or software developer's unique ID number for this test.	12345678	Numeric and padded with zeroes to the left.
26	215	216	Country Code	X(02)	Contains the 2-character country code needed by each piece destined outside of the United States.	DE = Germany	Alphabetic, both bytes used. A complete list of these countries and their codes can be found in Exhibit 39 of Pub. 401.
27	217	217	PO Box Flag	X(01)	Contains a "Y" if the delivery address is a PO box; otherwise, it contains a space.	Y	Alphabetic or space. Reserved for future use.
28	218	219	Carriage Return Line Feed	X(02)	Signifies end of record.		

MAC Batch Copyright Header Record Format

Batch manifest tests 106–121 have two types of records: copyright header and test address. In each batch test, the first record is the copyright header record (see below). The copyright header record length is 139 bytes.

Table 2: Batch Copyright Header Record

Field #	Record Positions From/Thru		Field Name	Length	Contents Description	Example	Content Rules and Limitation
1	001	007	Copyright Symbol	X(07)		(C)USPS	Alphabetic.
2	008	008	Filler	X(01)			Space.
3	009	012	Test File Creation Year	9(04)	Year of test file creation.	1999	Numeric.
4	013	014	Test File Creation Month	9(02)	Month of test file creation.	07	Numeric.
5	015	016	Test File Creation Day	9(02)	Day of test file creation.	24	Numeric.
6	017	017	Filler	X(01)			Space.
7	018	021	AMS II Epoch Year/ Month	9(04)	Epoch of City State Product, Delivery Statistics Product, and Module L Labeling List files used to generate this file.	9808	Numeric values. (YYMM)
8	022	041	Filler	X(20)			Spaces
9	042	042	I.D. Key (Standard Testing Set)	X(01)	Alphabetic designator of test series	A	Alphanumeric values.
10	043	045	I.D. Key (File Number)	9(03)	Specific test file number	104	Numeric values.
11	046	047	Filler	X(02)			Spaces.
12	048	058	Test File Creation Time	9(11)	Time of day file was created	11:27:13.45	Numeric values. (hh:mm:ss.ss)
13	059	074	Filler	X(16)			Spaces.
14	075	081	Piece Length	999V9999	Length of each piece in inches	0103750	Numeric. Right justified.
15	082	082	Filler	X(01)			Space.
16	083	088	Piece Height	99V9999	Height of each piece in inches	061875	Numeric. Right justified.
17	089	096	Filler	X(08)			Space.
18	097	101	Default Entry Point ZIP Code	X(05)	Spaces for multiple entry pre-sorts; for single-entry pre-sorts, the default entry ZIP Code for the entire mailing.	44104	Alphanumeric. Right justified.
19	102	137	Filler	X(36)			Space.
20	138	139	Carriage Return/Line Feed	X(02)			

MAC Batch Test Address Record Format

Record length = 375 bytes

Table 3: Batch Test Address Record

Field #	Record Positions From/Thru		Field Name	Length	Contents Description	Example	Content Rules and Limitation
1	001	007	Sequence Number	9(07)	A unique, 6-digit, sequential number assigned by MAC that identifies test records.	001228	Numeric. Right justified.
2	003	037	Firm or Resident Name	X(30)	Fictitious firm or resident name.	JUAN GARCIA	Alphanumeric (A–Z, 0–9) only. Left justified.
3	038	067	Delivery Line Address	X(30)	Street addresses culled from ZIP+4 Product and international address sources.	6060 PRIMACY PKWY	Alphanumeric. Left justified.
4	068	095	City Name	X(28)	Actual city names from the City/State Product. The names are correct for the ZIP Code given. International city names are correct for the delivery address given.	MEMPHIS	Alphanumeric. Left justified.
5	096	097	State Abbreviation	X(02)	Standard state, US Territory, or province (international) abbreviation.	TN	Alphabetic. Left justified.
6	098	102	ZIP Code	X(05)	5-digit ZIP Code corresponding to the information given.	38119	Numeric. Right justified.
7	103	106	ZIP+4 Add On Code	X(04)	For all domestic test records, the actual 4-digit add-on assigned to the address.	2236	Numeric. Right justified.
8	107	108	Delivery Point	X(02)	Delivery point in the Delivery Address field.	60	Numeric. Right justified.
9	109	112	Carrier Route Identification Number	X(04)	Some records may have a 4-digit carrier route ID associated with the input ZIP Code and assigned by MAC from Delivery Statistics Product information.	C009	Alphanumeric. Right justified. Note: Do not perform address-matching on any MAC file.

Table 3: Batch Test Address Record (Continued)

Field #	Record Positions From/Thru		Field Name	Length	Contents Description	Example	Content Rules and Limitation
10	113	116	Line of Travel Sequence Number	X(04)	Indicates the order each add-on code is delivered within a carrier route. This field is provided by the MAC system and, under most manifest scenarios, is blank; however, under the Standard Mail Enhanced Carrier Route test scenarios, the LOT sequence number and LOT Ascending/Descending code are given.	0001	Numeric values. Right-Justified. Note: Sufficient address records will be given to various carrier routes that qualify for the ECR Basic, ECR High-Density, or ECR Saturation rate. Manifest software must determine which addresses qualify for these rates.
11	117	117	Line Of Travel Ascending/Descending Designator	X(01)	Indicates whether delivery to each delivery point is in ascending or descending order.	A	Alphabetic. Possible Values: A = Ascending D = Descending
12	118	122	Walk Sequence Number	X(05)	Indicates the order in which each delivery is made within a carrier route. This field is provided by the MAC system and, under most manifest scenarios, is blank; however, under the Standard Mail Enhanced Carrier Route test scenarios, the walk sequence number will be given.	00125	Numeric values. Right-Justified. Note: Sufficient address records will be given to various carrier routes that qualify for the ECR Basic, ECR High-Density, or ECR Saturation rate. Manifest software must determine which addresses qualify for these rates.
13	123	123	Business/Residential Flag	X(01)	A code for Standard (A) Enhanced Carrier Route mailings that enables calculation of residential and business piece totals within a carrier route. This field is provided by the MAC system and, under most manifest scenarios, is blank; however, under the Standard Mail (A) Enhanced Carrier Route test scenarios, this flag will be set.	B	Possible Values: B = Business delivery R = Residential delivery Space
14	124	126	Filler	X(03)			Space.

Table 3: Batch Test Address Record (Continued)

Field #	Record Positions From/Thru		Field Name	Length	Contents Description	Example	Content Rules and Limitation
15	127	132	Mailpiece Thickness	99v9999	Indicates piece thickness in inches. The first two numbers represent whole inches; the last four represent decimals of an inch. This field will contain the applicable value for the particular mailpiece you are processing.	000125	Numeric. Right justified and padded with zeros to the left. The "v" indicates the assumed decimal place. Example: 001250 = 00.1250 in.
16	133	138	Piece Weight	99v9999	The weight of each piece in decimal pounds.	001250	Numeric. Right justified and padded with zeros to the left. The "v" denotes the assumed decimal place. Example: 001250 = 0.1250 lbs. = 2 oz.
17	139	140	Carriage Return/Line Feed	X(02)			

List of Manifest Scenarios

For MAC Cycle B, the USPS is offering the following domestic and international manifest categories for testing:

	MANIFEST CATEGORY	TEST NUMBER
Itemized Manifest		
1.	Mixed Domestic & International without Special Services	101
2.	Mixed International Mail with/without Special Services	102
3.	Mixed Domestic Mail with/without Special Services	103
4.	Standard Mail (B) DBMC Rate Mailing Test 1 with/without Special Services	104
5.	Standard Mail (B) DBMC Rate Mailing Test 2 with/without Special Services	105
Batch Manifest		
6.	First-Class Multi-Presort File for Letters with Floating Batch Manifesting	106
7.	First-Class Multi-Presort File for Letters with Fixed Batch Manifesting	107
8.	First-Class Automation Flats with Floating Batch Manifesting	108
9.	First-Class Automation Flats with Fixed Batch Manifesting	109
10.	First-Class Non-Automation Flats with Floating Batch Manifesting	110
11.	First-Class Non-Automation Flats with Fixed Batch Manifesting	111
12.	Standard Mail (A) Multi-Presort File for Letters with Floating Batch Manifesting	112
13.	Standard Mail (A) Multi-Presort File for Letters with Fixed Batch Manifesting	113
14.	Standard Mail (A) Automation Flats with Floating Batch Manifesting	114
15.	Standard Mail (A) Automation Flats with Fixed Batch Manifesting	115
16.	Standard Mail (A) Non-Automation Flats with Floating Batch Manifesting	116
17.	Standard Mail (A) Non-Automation Flats with Fixed Batch Manifesting	117
18.	Standard Mail (A) ECR File for Letters with Floating Batch Manifesting	118
19.	Standard Mail (A) ECR File for Letters with Fixed Batch Manifesting	119
20.	Standard Mail (A) ECR File for Flats with Floating Batch Manifesting	120
21.	Standard Mail (A) ECR File for Flats with Fixed Batch Manifesting	121

Manifest Scenario Dimensions and Parameters

The values shown below must be used for the following tests. For testing purposes, process the test file through your manifest software/hardware using the given parameters. The 5-digit ZIP Codes and carrier routes of the addresses within the test file have been pulled from City State Product and Delivery Statistics Product, respectively, and are updated monthly. Be sure to use the same directory month version listed in the header record of each file. The recipient name, delivery address, add-on code, line of travel (LOT) number, and walk sequence number are fictitious. No address matching or standardization is to be performed on the file as this may skew the results.* It is your responsibility to ensure that the manifest processing creates a valid manifest mailing.

* If address-matching or standardization is integrated into the software, simply disable it.

Itemized Manifest Tests

File Number	File 101	Special Services Allowed?	No
Total Records	3,009	Processing Category	Mixed
Manifest Type	Itemized	Piece Description	Non-Identical
Mail Class	Mixed Domestic & International	Point of Entry	Memphis TN 38101

File Number	File 102	Special Services Allowed?	Yes
Total Records	1,346	Processing Category	Mixed
Manifest Type	Itemized	Piece Description	Non-Identical
Mail Class	Mixed International	Point of Entry	Rochester NY 14623

File Number	File 103	Special Services Allowed?	Yes
Total Records	1,940	Processing Category	Mixed
Manifest Type	Itemized	Piece Description	Non-Identical
Mail Class	Mixed Domestic	Point of Entry	San Diego CA 92003

Manifest Scenario Dimensions and Parameters

File Number	File 104	Special Services Allowed?	Yes
Total Records	1,066	Processing Category	Parcels
Manifest Type	Itemized	Piece Description	Non-Identical
Mail Class	Standard Mail (B) DBMC Mailing	Points of Entry (Multiple)	Springfield BMC 01101 Buffalo ASF 14240 Pittsburgh BMC 15290 Philadelphia BMC 19104 New Jersey AMC 07102

File Number	File 105	Special Services Allowed?	Yes
Total Records	1,067	Processing Category	Parcels
Manifest Type	Itemized	Piece Description	Non-Identical
Mail Class	Standard Mail (B) DBMC Mailing	Point of Entry	Denver BMC 80202

Batch Manifest — First-Class Tests

File Number	File 106	Piece Description	Non-Identical
Total Records	77,680	Piece Height	4.25 inches
Manifest Type	Floating Batch	Piece Length	9.40 inches
Mail Class	First-Class	Sortation Level Allowed	Optional & Required
Manifest Level	Automation & Non-Automation DMM M810 and/or M130	Point of Entry	Dutzow MO 63342
Presentation Level	Trayed	2' Tray Length	21 inches
Processing Category	Letters	1' Tray Length	10.25 inches

Manifest Scenario Dimensions and Parameters

File Number	File 107	Piece Description	Non-Identical
Total Records	77,680	Piece Height	4.25 inches
Manifest Type	Fixed Batch	Piece Length	9.40 inches
Mail Class	First-Class	Sortation Level Allowed	Optional & Required
Manifest Level	Automation & Non-Automation DMM M810 and/or M130	Point of Entry	Dutzow MO 63342
Presentation Level	Trayed	2' Tray Length	21 inches
Processing Category	Letters	1' Tray Length	10.25 inches

File Number	File 108	Piece Description	Non-Identical
Total Records	27,277	Piece Height	7.5 inches
Manifest Type	Floating Batch	Piece Length	10.75 inches
Mail Class	First-Class	Sortation Level Allowed	Required
Manifest Level	Automation DMM 820	Point of Entry	Prides Crossing MA 01965
Presentation Level	Flat Trayed	Flat Tray Maximum	11.25 inches
Processing Category	Flats	Flat Tray Minimum	8 inches

File Number	File 109	Piece Description	Non-Identical
Total Records	27,277	Piece Height	7.5 inches
Manifest Type	Fixed Batch	Piece Length	10.75 inches
Mail Class	First-Class	Sortation Level Allowed	Required
Manifest Level	Automation DMM 820	Point of Entry	Prides Crossing MA 01965
Presentation Level	Flat Trayed	Flat Tray Maximum	11.25 inches
Processing Category	Flats	Flat Tray Minimum	8 inches

Manifest Scenario Dimensions and Parameters

File Number	File 110	Piece Description	Non-Identical
Total Records	27,309	Piece Height	8.5 inches
Manifest Type	Floating Batch	Piece Length	11 inches
Mail Class	First-Class	Sortation Level Allowed	Required
Manifest Level	Non-Automation DMM M130	Point of Entry	Charlotte NC 28273
Presentation Level	Flat Trayed	Flat Tray Maximum	11.25 inches
Processing Category	Flats	Flat Tray Minimum	8 inches

File Number	File 111	Piece Description	Non-Identical
Total Records	27,309	Piece Height	8.5 inches
Manifest Type	Fixed Batch	Piece Length	11 inches
Mail Class	First-Class	Sortation Level Allowed	Required
Manifest Level	Non-Automation DMM M130	Point of Entry	Charlotte NC 28273
Presentation Level	Flat Trayed	Flat Tray Maximum	11.25 inches
Processing Category	Flats	Flat Tray Minimum	8 inches

Batch Manifest — Standard Mail (A) Tests

File Number	File 112	Piece Description	Non-Identical
Manifest Type	Floating Batch	Piece Height	4.3 inches
Total Records	78,087	Piece Length	9.75 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Optional & Required
Manifest Level	Automation & Non-Automation DMM M810 and/or M610	Point of Entry	Louisville KY 40251
Presentation Level	Trayed	2' Tray Length	21 inches
Processing Category	Letters	1' Tray Length	10.25 inches

Manifest Scenario Dimensions and Parameters

File Number	File 113	Piece Description	Non-Identical
Total Records	78,087	Piece Height	4.3 inches
Manifest Type	Fixed Batch	Piece Length	9.75 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Optional & Required
Manifest Level	Automation & Non-Automation DMM M810 and/or M610	Point of Entry	Louisville KY 40251
Presentation Level	Trayed	2' Tray Length	21 inches
Processing Category	Letters	1' Tray Length	10.25 inches

File Number	File 114	Piece Description	Non-Identical
Total Records	27,266	Piece Height	7.5 inches
Manifest Type	Floating Batch	Piece Length	10.75 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Required
Manifest Level	Automation DMM M820	Point of Entry	Shutesbury MA 10172
Presentation Level	Sacked	Sack Maximum	70 lb.
Processing Category	Flats	Sack Minimum	125 pieces or 15 lb.

File Number	File 115	Piece Description	Non-Identical
Total Records	27,863	Piece Height	8.5 inches
Manifest Type	Fixed Batch	Piece Length	11 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Required
Manifest Level	Automation DMM M820	Point of Entry	Niagara Fall NY 14305
Presentation Level	Sacked	Sack Maximum	70 lb.
Processing Category	Flats	Sack Minimum	125 pieces or 15 lb.

Manifest Scenario Dimensions and Parameters

File Number	File 116	Piece Description	Non-Identical
Total Records	27,968	Piece Height	7.5 inches
Manifest Type	Floating Batch	Piece Length	10.75 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Required
Manifest Level	Non-Automation DMM M610	Point of Entry	Paw Creek NC 28130
Presentation Level	Sacked	Sack Maximum	70 lb.
Processing Category	Flats	Sack Minimum	125 pieces or 15 lb.

File Number	File 117	Piece Description	Non-Identical
Total Records	27,155	Piece Height	8.5 inches
Manifest Type	Fixed Batch	Piece Length	11 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Required
Manifest Level	Non-Automation DMM M610	Point of Entry	Marco Island FL 34145
Presentation Level	Sacked	Sack Maximum	70 lb.
Processing Category	Flats	Sack Minimum	125 pieces or 15 lb.

File Number	File 118	Piece Description	Non-Identical
Total Records	27,960	Piece Height	4.6 inches
Manifest Type	Floating Batch	Piece Length	9.25 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Optional & Required
Manifest Level	Enhanced Carrier Route DMM M620 and/or M810	Point of Entry	Loyalton CA 96118
Presentation Level	Trayed	2' Tray Length	21 inches
Processing Category	Letters	1' Tray Length	10.25 inches


Manifest Scenario Dimensions and Parameters

File Number	File 119	Piece Description	Non-Identical
Total Records	27,960	Piece Height	4.25 inches
Manifest Type	Fixed Batch	Piece Length	8.25 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Optional & Required
Manifest Level	Enhanced Carrier Route DMM M620 and/or M810 and/or M610	Point of Entry	Glendale CA 91214
Presentation Level	Trayed	2' Tray Length	21 inches
Processing Category	Letters	1' Tray Length	10.25 inches

File Number	File 120	Piece Description	Non-Identical
Total Records	21,136	Piece Height	8.5 inches
Manifest Type	Floating Batch	Piece Length	11 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Optional & Required
Manifest Level	Enhanced Carrier Route DMM M620	Point of Entry	Atlanta MI 49709
Presentation Level	Sacked	Sack Maximum	70 lb.
Processing Category	Flats	Sack Minimum	125 pieces or 15 lb.

File Number	File 121	Piece Description	Non-Identical
Total Records	18,079	Piece Height	7.5 inches
Manifest Type	Fixed Batch	Piece Length	10.75 inches
Mail Class	Standard Mail (A)	Sortation Level Allowed	Optional & Required
Manifest Level	Enhanced Carrier Route DMM M620	Point of Entry	Keyes OK 73947
Presentation Level	Sacked	Sack Maximum	70 lb.
Processing Category	Flats	Sack Minimum	125 pieces or 15 lb.

Appendix A. Sample Batch Manifest Certificate

<h1>Manifest Analysis Certification</h1> <p>Package Shipper, Inc. 132 Sometime Blvd. Boxville, IL 60112-1524</p>		<h1>Batch Manifest Product Certification</h1> <p>Manifest Magic v. 1.01</p>	
<ul style="list-style-type: none"> • First-Class Auto Letters • First-Class Non-Auto Letters • First-Class Non-Auto Upgradable Letters • First-Class Auto Flats • First-Class Non-Auto Flats • Standard Mail (A) Auto Letters • Standard Mail (A) Non-Auto Letters 	<ul style="list-style-type: none"> • Standard Mail (A) Non-Auto Upgradable Letters • Standard Mail (A) Automation Flats • Standard Mail (A) Non-Auto Flats • Standard Mail (A) Auto Enhanced Carrier Route Letters • Standard Mail (A) Non-Auto Enhanced Carrier Route Letters • Standard Mail (A) Non-Auto Enhanced Carrier Route Flats 	 <p>UNITED STATES POSTAL SERVICE®</p>	
			
<p>Manager, National Customer Support Center</p>		<p>Date</p>	

Appendix B. Sample Certified Product List (Itemized Manifest)

ITEMIZED MANIFEST	Software & Version Number:	
	Product & v	
Price: \$5,000+	Domestic Mail Categories	International Mail Categories
	Priority Mail	Letter/Letter Packages
	First-Class Single Piece	Books
	Priority Mail Flat Rate	Small Packet
	Bound Printed Matter	Printed Matter
	Special Standard	Printed Matter Mail Bags
	Library Mail	Mail Bags — Books/Sheet Music
	Parcel Post — Intra BMC	Mail Bags — Air
	Parcel Post — Inter BMC	Parcel Post
	Parcel Post — DBMC	Global Priority Mail
	Mail Preparation-Related Options Supported:	
	Manifest Listing	PS Form 3600-PM
	Manifest Summary	PS Form 3605-PR
	Job Set Up/Parameter Report	PS Form 3605-BR
	Standard Mail (B) Parcel Discount	PS Form 3605-R
	Permit Imprint Labels	PS Form 3650
	Address Block Labels	PS Form 3651
	Privately Printed Special Service Labels	PS Form 3652
	Balloon Rate	PS Form 3653
	Oversize Rate	PS Form 3877
	PS Form 3540-S	PS Form 3608-R
	PS Form 3600-R	PS Form 3660-R
	Domestic Special Services Supported	International Special Services Supported
	Certified Mail	Insured Mail
	Collect on Delivery (COD) Mail	Recorded Delivery
	Delivery Confirmation	Registered Mail
	Insured Mail	Restricted Delivery
	Parcel Airlift (PAL)	Return Receipt
	Return Receipt	Special Delivery
	Return Receipt for Merchandise	Special Handling
	Special Handling	
	Platforms Supported	

Appendix C. Sample Certified Product List (Batch Manifest)

BATCH MANIFEST	Software & Version Number: Product & v
Price: \$5,000+	Domestic Mail Categories
	First-Class Auto Letters Standard Mail (A) Non-Auto Upgradeable Ltrs
	First-Class Non-Auto Letters Standard Mail (A) Automation Flats
	First-Class Non-Auto Upgradeable Ltrs Standard Mail (A) Non-Auto Flats
	First-Class Auto Flats STD Mail (A) Auto ENHC Carrier Route Ltrs
	First-Class Non-Auto Flats STD Mail (A) Non-Auto ENHC Carrier Route Ltrs
	Standard Mail (A) Auto Letters STD Mail (A) Non-Auto ENHC Carrier Route Flats
	Standard Mail (A) Non-Auto Letters
	Mail Preparation-Related Options Supported:
	Manifest Listing Optional Endorsement Line
	Manifest Summary Keylines
	Job Set Up/Parameter Report PS Form 3540-S
	Barcoded Tray & Sack Tags PS Form 3600-R
	Auto Carrier Route Direct Containers PS Form 3602-N
	Auto 5-Digit Carrier Route Containers PS Form 3602-R
	Auto 3-Digit Carrier Route Containers PS Form 3602-NV
	5-Digit Scheme Trays PS Form 3602-RV
	Line of Travel Sequencing
	Walk Sequencing
	Enhanced Carrier Route – High Density
	Enhanced Carrier Route – Saturation
	Enhanced Carrier Route Direct Containers
	Enhanced Carrier Route 5-Digit Containers
	Enhanced Carrier Route 3-Digit Containers
	Platforms Supported

Appendix D. Sample Exception Report—Test 101*

Piece ID	Situation Encountered	Resolution
12345	EXCEEDED 70LB WEIGHT LIMIT	PIECE DROPPED FROM MANIFEST
12360	EXCEEDED \$600 MAX INSURANCE	PIECE DROPPED FROM MANIFEST
12368	EXCEEDED WEIGHT LIMIT FOR FIRST-CLASS	RECLASSED TO PRIORITY MAIL
12454	RETURN RECEIPT NOT ALLOWED IF INSURED \$50	REMOVED RETURN RECEIPT
12395	DUPLICATE IDENTIFICATION NUMBER	PIECE DROPPED FROM MANIFEST
12349	EXCEEDED \$600 MAX INSURANCE	REDUCED INSURANCE AMOUNT TO MAX \$550
11234	INSURANCE NOT AVAILABLE FOR THIS COUNTRY	INSURANCE DROPPED
12344	INSURANCE AND COD CAN NOT BE COMBINED	INSURANCE DROPPED
**	ONLY PROCESSED PRIORITY MAIL W/DELIVERY CONFIRMATION	ALL OTHER PIECES DROPPED FROM MANIFEST
BATCH	75 PIECES EXCEEDED WEIGHT LIMIT FOR FIRST-CLASS AUTO LTRS	75 PIECES DROPPED FROM PRESORT

* This report is required for ALL manifest tests. If you are only processing certain classes or supporting specific special services, please include that information as well.

MANIFEST ANALYSIS CERTIFICATION ORDER FORM

To avoid delays in processing, complete this form in its entirety (i.e., all three pages).

Attention Name

Firm/Customer Name

Complete Street Address, PO Box, or Rural Hwy Contract Route and Box #

Apt/Suite #

City

State

ZIP+4

Program Contact

Area Code & Phone Number

Technical Contact

Area Code & Phone Number

Fax Number

E-mail Address

Web Address

After successful completion of testing, your certified product will be listed in the MAC Certified Developers List. Please provide the following information for inclusion in this list:

Sales/Marketing Contact

Firm/Customer Name

Complete Address

City

State

ZIP+4

Area Code & Phone Number

E-mail Address

Web Address (URL)

Please indicate all categories in which you will seek certification for this product:

☐ Itemized Manifest for Mixed Domestic Mail

☐ Itemized Manifest for International Mail

☐ Itemized Manifest for Standard (B) DBMC-Rated Mail

☐ Floating Batch Manifest for First-Class Letters

☐ Floating Batch Manifest for First-Class Auto Flats

☐ Floating Batch Manifest for First-Class Non-Auto Flats

☐ Floating Batch Manifest for Standard (A) Letters

☐ Floating Batch Manifest for Standard (A) Auto Flats

☐ Floating Batch Manifest for Standard (A) Non-Auto Flats

☐ Floating Batch Manifest for Standard (A) ECR Letters

☐ Floating Batch Manifest for Standard (A) ECR Flats

☐ Fixed Batch Manifest for First-Class Letters

☐ Fixed Batch Manifest for First-Class Auto Flats

☐ Fixed Batch Manifest for First-Class Non-Auto Flats

☐ Fixed Batch Manifest for Standard (A) Letters

☐ Fixed Batch Manifest for Standard (A) Auto Flats

☐ Fixed Batch Manifest for Standard (A) Non-Auto Flats

☐ Fixed Batch Manifest for Standard (A) ECR Letters

☐ Fixed Batch Manifest for Standard (A) ECR Flats

Signature of Applicant

Date

Product Information—Please complete a separate form for each product.

Manifest Product Name: _____ **Version No.:** _____

List **ALL** hardware and software combinations for this product and version. Attach additional sheet if necessary.

Hardware Platform (Choose Macintosh, Mainframe, Mid-Range or PC)	Software Platform	Price Range*	Developer Type**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* A = Under \$500, B = \$500–\$1,000, C = \$1,000–\$5,000, D = Over \$5,000
 **A = Software Developer for Retail, B = Service Bureau, C = In-House/Proprietary Use, D = MLOC Manufacturer

Media Configuration: ☐ CD ☐ Diskette ☐ RIBBS ☐ Iomega ZIP disk

Format: ☐ ASCII ☐ EBCDIC

If there is a limit to the number of addresses this product can process, what is the maximum number?

If this product/manifest engine is licensed to another company, what are the company and product names?

If this product/manifest engine is marketed under another name, identify the product and version number.

Which of the following manifest options does your product support? (check all that apply)

<input type="checkbox"/> Manifest Listing	<input type="checkbox"/> PS Form 3540-S	<input type="checkbox"/> Recorded Delivery
<input type="checkbox"/> USPS Qualification Report	<input type="checkbox"/> PS Form 3600-PM	<input type="checkbox"/> Restricted Delivery
<input type="checkbox"/> Job Setup/Parameter Report	<input type="checkbox"/> PS Form 3600-R	<input type="checkbox"/> Manifest Summary Report
<input type="checkbox"/> Barcoded Tray & Sack Tags	<input type="checkbox"/> PS Form 3602-N	<input type="checkbox"/> Return Receipt
<input type="checkbox"/> Auto Carrier Route Direct Containers	<input type="checkbox"/> PS Form 3602-NV	<input type="checkbox"/> Standard (B) Parcel Discount
<input type="checkbox"/> Auto 5-Digit Carrier Route Containers	<input type="checkbox"/> PS Form 3602-R	<input type="checkbox"/> Permit Imprint Labels
<input type="checkbox"/> Auto 3-Digit Carrier Route Containers	<input type="checkbox"/> PS Form 3602-RV	<input type="checkbox"/> Certified Mail
<input type="checkbox"/> 5-Digit Scheme Trays	<input type="checkbox"/> PS Form 3605-BR	<input type="checkbox"/> Insured Mail
<input type="checkbox"/> Line of Travel Sequencing	<input type="checkbox"/> PS Form 3605-PR	<input type="checkbox"/> Collect on Delivery (COD) Mail
<input type="checkbox"/> Walk Sequencing	<input type="checkbox"/> PS Form 3605-R	<input type="checkbox"/> Registered Mail
<input type="checkbox"/> Enhhd Carrier Route – Saturation	<input type="checkbox"/> PS Form 3608-R	<input type="checkbox"/> Parcel Airlift (PAL)
<input type="checkbox"/> Enhhd Carrier Route Direct Containers	<input type="checkbox"/> PS Form 3650	<input type="checkbox"/> Special Handling
<input type="checkbox"/> Enhhd Carrier Route 5-Digit Containers	<input type="checkbox"/> PS Form 3651	<input type="checkbox"/> Special Delivery
<input type="checkbox"/> Enhhd Carrier Route 3-Digit Containers	<input type="checkbox"/> PS Form 3652	<input type="checkbox"/> Delivery Confirmation
<input type="checkbox"/> Enhhd Carrier Route – High Density	<input type="checkbox"/> PS Form 3653	<input type="checkbox"/> Return Receipt for Merchandise
<input type="checkbox"/> Optional Endorsement Lines	<input type="checkbox"/> PS Form 3660-R	<input type="checkbox"/> Balloon Rate
<input type="checkbox"/> Keylines	<input type="checkbox"/> PS Form 3877	<input type="checkbox"/> Oversize Rate
<input type="checkbox"/> Privately Printed Special Service Labels		

Test Files

_____	File 101	Itemized	Mixed Domestic & International Mail without Special Services
_____	File 102	Itemized	International Mail with/without Special Services
_____	File 103	Itemized	Mixed Domestic with/without Special Services
_____	File 104	Itemized	Standard Mail (B) Destination Rate Mailing with/without Special Services
_____	File 105	Itemized	Standard Mail (B) Destination Rate Mailing with/without Special Services
_____	File 106	Batch	First-Class Multi-Presort File for Letters with Floating Batch Manifesting
_____	File 107	Batch	First-Class Multi-Presort File for Letters with Fixed Batch Manifesting
_____	File 108	Batch	First-Class Automation Flats with Floating Batch Manifesting
_____	File 109	Batch	First-Class Automation Flats with Fixed Batch Manifesting
_____	File 110	Batch	First-Class Non-Automation Flats with Floating Batch Manifesting
_____	File 111	Batch	First-Class Non-Automation Flats with Fixed Batch Manifesting
_____	File 112	Batch	Standard Mail (A) Multi-Presort File for Letters with Floating Batch Manifesting
_____	File 113	Batch	Standard Mail (A) Multi-Presort File for Letters with Fixed Batch Manifesting
_____	File 114	Batch	Standard Mail (A) Automation Flats with Floating Batch Manifesting
_____	File 115	Batch	Standard Mail (A) Automation Flats with Fixed Batch Manifesting
_____	File 116	Batch	Standard Mail (A) Non-Automation Flats with Floating Batch Manifesting
_____	File 117	Batch	Standard Mail (A) Non-Automation Flats with Fixed Batch Manifesting
_____	File 118	Batch	Standard Mail (A) ECR File for Letters with Floating Batch Manifesting
_____	File 119	Batch	Standard Mail (A) ECR File for Letters with Fixed Batch Manifesting
_____	File 120	Batch	Standard Mail (A) ECR File for Flats with Floating Batch Manifesting
_____	File 121	Batch	Standard Mail (A) ECR File for Flats with Fixed Batch Manifesting